

Retention and Classification Report

Agency: Attorney General's Office. Criminal Department. Child and Family Support Division (2605)
AG Child & Family Support Division
515 East 100 South, 8th Floor
Salt Lake City, UT 84114
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Records Officer Ludean Jensen

27801	Child and Family Support case files - Ogden
27625	Child and Family Support case files - Provo
28269	Child and Family Support case files - Richfield
28270	Child and Family Support case files - St. George
09829	Legal research case files
09600	Litigation files

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 27801

3

TITLE: Child and Family Support case files - Ogden

DATES: 2005-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 25.00 cubic feet.

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 27801

TITLE: Child and Family Support case files - Ogden

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 27625

3

TITLE: Child and Family Support case files - Provo

DATES: 2005-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 27625

TITLE: Child and Family Support case files - Provo

(continued)

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)(b)(h)

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 28269

3

TITLE: Child and Family Support case files - Richfield

DATES: 2005 -

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center provided case is closed. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 28269

TITLE: Child and Family Support case files - Richfield

(continued)

APPRAISAL:

Legal

UCA 62A-11-101 et seq.

Additional citations:

UCA 78B-12-101 et seq.; 78B-14-101 et seq.

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(1)

SECONDARY CLASSIFICATION(S):

Controlled.

Medical Records: Utah Code 63G-2-304

Protected.

Litigation/court related documents, home addresses, phone numbers: Utah Code 63G-2-305(17) & 63G-2-305(50)

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 28270

3

TITLE: Child and Family Support case files - St. George

DATES: 2005 -

ARRANGEMENT: Alphabetical by surname.

ANNUAL ACCUMULATION:

DESCRIPTION:

These records are created for trial work in order to assist our Child Support Agency to establish, modify and enforce child support orders and to establish paternity. The records are used for litigation. Records contain information on individuals identified by the division for support. The files may contain correspondence, court documents, attorney notes, medical records, personal addresses, phone numbers, Social Security numbers, child protection orders, financial information, and other documentation of services.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center provided case is closed. Retain in State Records Center for 9 years and then destroy.

Computer data files: Retain in Office until administrative need ends and then delete.

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 28270

TITLE: Child and Family Support case files - St. George

(continued)

APPRAISAL:

Legal

UCA 62A-11-101 et seq.

Additional citations:

UCA 78B-12-101 et seq.; 78B-14-101 et seq.

PRIMARY CLASSIFICATION:

Private Utah Code 63G-2-302(1)

SECONDARY CLASSIFICATION(S):

Controlled.

Medical Records: Utah Code 63G-2-304

Protected.

Litigation/court related documents, home addresses, phone numbers: Utah Code 63G-2-305(17) & 63G-2-305(50)

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 9829

3

TITLE: Legal research case files

DATES: 1980-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 10.00 cubic feet.

DESCRIPTION:

These files document research conducted by staff attorneys for cases involving state agencies. Information includes pleadings, notes, client information, and attorney work product.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy provided no pending action or litigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 9829

TITLE: Legal research case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (2008)

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 9600

3

TITLE: Litigation files

DATES: 1980-

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION: 25.00 cubic feet.

DESCRIPTION:

These files document litigation cases from the Attorney General's Office, Child and Family Support Division. UCA 67-5-1(1) (1990), specifies that the Attorney General's Office is responsible for representing state agencies involved in court actions. Information includes transcripts, case law, pleadings, correspondence, research, proceedings, briefs, trial transcripts, and motions.

RETENTION:

Retain 10 years after case closes

DISPOSITION:

Destroy provided no pending action or litigation.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no pending action or litigation.

AGENCY: Attorney General's Office. Criminal Department. Child and Family Support Division

SERIES: 9600

TITLE: Litigation files

(continued)

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

PRIMARY CLASSIFICATION:

Private Private

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (2008)

Controlled. UCA 63G-2-304 (2008)

Protected. UCA 63G-2-305 (2008)